

<div>Proof reading required? Contact Anne WELL in time!</div> <div>★ 3-6 months before defence: mandatory PhD closing seminar (IDA routine) - check date with Anne and make an announcement/invitation to idaint@ida.liu.se at least 2 weeks ahead of seminar</div>		<div>✓Defence preparations (Faculty of Arts and Sciences: Committée - female committée member is mandatory)</div> <div>Faculty of Science and Engineering: Computer Science, DesignFaculty of Arts and Sciences: Statistics, Cognitive Science</div>			
	> 4 months ahead	> 3 months ahead	> 2 months ahead	> 3 weeks ahead	<div>PhD Defence/Licentiate Seminar</div> <div>Lab adminstrator takes care of practical issues during the day, related to the reception and travels, fees etc.</div> <div>(for external PhD student's Anne might be responsible)</div> <div>Doktoranden:</div> <div>If alcohol beverage is wished for, the PhD student buys this and hands to the lab administrator in due time.</div> <div>Checks the location and technique in the presentation room assisted by IT-technician</div> <div>Runs test meeting if hybrid defence (together with chair of defence)</div> <div>After approved defence, Anne adds the result into Ladok and 1) the PhD student applies for degree at www.student.ladok.se. 2) Check mail address in Ladok - the digital pdf for degree will be sent on the given address (no paper documents). 3)Write a text for the IDA news, to be published after defence. Send link below (both In English and Swedish)</div>
	<div>Supervisor: Contacts the opponent, committe members (incl reserv) and the chair (all docent level), with a request of participation and sends out the Guidelines. Agrees upon defence model and discusses time frames. Sends related publications and thesis draft to the complete group.</div> <div>Done</div>	<div>Application to faculty is filled out (by Anne), signed by supervisor and PhD student, sent to the faculty by Anne. Science and Engineering: Supervisor is being summoned for a decision meeting. Arts and Sciences has their decision meeting without the supervisor.</div> <div>Done</div>	<div>Thesis is completed according to printing deadlines in printing schedule. A recommendation is to have a meeting with your printing contact person to discuss cover and other specific requests. When proof reading is required (a week), it is recommended that the PhD student is on site. The thesis is delivered to IDA's storage room - Anne checks the delivery. No distribution of thesis' before meeting with dean and official announcement. Templates for ma s - see IDA gradsite portal.</div> <div>Done</div>	<div>Meeting with dean "spikningsmöte" (N/A for lic): Science and Engineering: Nail from Maria Mitradjieva, ceremony in C-building Arts and Sciences: Nail from registrar, ceremony in Student building. Bring 2 pre-drilled copies +1 for the dean's meeting (Anne arranges the rest of the mandatory distributions)</div> <div>Done</div>	
	Supervisor - regulations and enclosures:	Doktoranden:	Doktoranden:	Doktoranden:	
	Rules for conflict of interest	Book a meeting with the dean through*	The following mandatory pages are to be sent to and confirmed by Anne before sending to print office!!	"Spikning" - nailing of thesis (after meeting with dean) - invite the lab and supervisor for the nailing ceremony (friends, family)	
	Composition of committe - at least 2 LIU-external members		Cover (printing office will send template)	Inform Anne when nailing is done	
	Check date with Anne, no double bookings	From/via Anne: Printing schedule, thesis numbers, DOI-number (replaces URL)	Title page - front and back	Try out hat for academic ceremony (Anne)	
	Get confirmation of attendance from each person		Abstract (English) and popular summary in Swedish (populärvetenskaplig sammanfattning)		
		Course points? Check, fulfill and so on	Acknowledgment and exhibition "nailing" page		
	Sends the following to Anne, who completes the paper work: date, time, name list incl title, mail address, web site and motivation for each member	Preliminary review routine (faculty): Faculty will request and send deadlines for material to be sent to the committe for the review ** For lic the review is administrated through IDA (FUS)	Send in E-press agreement	Discuss with your lab administrator and prepare for the reception after defence	
			Enclose IDA printing form when sending cover to printing office	Settle test meeting, equipment, times etc with the pre-booked technician from LiU-IT - and the chair.	
	Doktoranden:	Anne:	Anne:	Anne:	
	Book a start meeting with Anne to through details	Orders thesis no and DOI-numbers	Checks mandatory pages before print	Checks the delivery of thesis	
	Send the following to Anne: Abstract (English)	Orders printing schedule from LiU-tryck	Confirms by returning the summary pages that are to be added at the end of the thesis	Announcement in LiU-calendar	
	Popular science summary (in Swedish)	Reservation of location, presentation room		Mail to IDA	
	Publication list related to thesis	Informs the lab adminstrator	Course requirements fulfilled - or a plan for fulfillement before defence	Sends/hands out thesis to opponent, committee members, chairman, main	
	Title for thesis	Books a technician from LiU-IT		Prepares template for decision meeting (hands to supervisor or mail if hybrid)	
	Suggestion of defence location				

Links, mail addresses etc:
For clickable links, see <https://www.ida.liu.se/edu/grad/studies/checklists/To-Do-list-2022-DISP-ENG.pdf>

[Check list/Publication of thesis - E-press \(check list DiVA - choose monography or collection\)](#)
[Please note: IDA has mandatory templates for the mandatory pages \(for exhbition page both IDA:s and E-press-agreement - to be sent in](#)

ep@ep.liu.se

Specifick Arts and Sciences information:

[Set meeting calendar for faculty decision meetings](#)

[Review - faculty routines](#)
[To book a meeting with dean: Mail to Thomas Wise: and when date/time is set for the meeting you contact the registrar, informs and book an appointment with registrar as well.](#)

thomas.wise@liu.se

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registrator@liu.se

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[IDA-news - to be published on the web after defence](#)

[Jävsregler](#)

[Guidelines defence routine](#)

[LADOK - application for degree after approved defence](#)

[Degree - information](#)

[Academic ceremony](#)

[Plagiarism - mandatory check - help/information - see check list Epress above\)](#)

[ladok@liu.se](#)

[examen@liu.se](#)

[promotion@liu.se](#)

[plagiering@bibl.liu.se](#)

Specific Science and Engineering information:

[Committe - guidelines, composition etc](#)

[Review routine](#)

[To book a meeting with the dean: Mail to Margareta:](#) [margareta.johansson@liu.se](#)

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** normally at least 4 weeks ahead of nailing